

**2005 COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS
(CGEFS) SELF-EVALUATION CHECK LIST
COAST GUARD DINING FACILITY (CGDF)**

UNIT NAME _____ OPFAC _____

CLASS OF DINING FACILITY _____

UNIT ADDRESS _____ PHONE # _____

FAX # _____

COMMANDING OFFICER (CO/OIC): _____

EXECUTIVE OFFICER (XO/XPO): _____

FOOD SERVICE OFFICER (FSO): _____

FOOD SERVICE PERSONNEL-Please list all personnel.

| | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

SELF-EVALUATION WAS CONDUCTED BY: _____

The following must be included in the nomination package sent to the appropriate Food Service and Assistance and Training Team (FSAT) for your area:

1. Command Letter of Endorsement
2. Command Self Evaluation Check Sheet
3. Copy of Unit Cycle Menu
4. Copy of any Unit or CGDF Staff Awards
5. Copy of Unit Mission
6. Copy of CGDF Staff Training Schedule
7. Photo of Food Service Staff
8. Photo of the Unit

The following are additional items that may be included in the package, but are not mandatory:

1. Picture of the Galley
2. Pictures of Storage Rooms and CGDF Related Spaces
3. Pictures of Dining Area
4. Pictures of Serving Line/Salad Bar, etc.
5. Copy of CGDF Critique Sheets

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6. Copies of Letters of Appreciation to CGDF Staff.

The appropriate FSAT MLC Atlantic/Pacific team will review all nomination packages to ensure packages are complete and accurate information is being submitted, and then forward all packages to G-WKW. The awards board best views photos if they are placed in a three ring binder or placed in a Power Point presentation.

| 2005 CGEFS SELF-EVALUATION CHECKLIST | YES | NO | NA |
|--|------------|-----------|-----------|
| <p>1. Are the menus updated weekly/quarterly with emphasis on the requirements of the USDA Food Guide Pyramid?</p> <p>Ref: Professional Cooking By Wayne Gisslen page 87</p> | | | |
| <p>2. Do the salad and dessert items identified by name on the menu compliment the main entrée?</p> <p>Ref: Professional Cooking By Wayne Gisslen</p> | | | |
| <p>3. Is the approved CGDF menus posted reflect the actual items being served?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>4. Does the Commanding Officer sign the weekly menus?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>5. Are proper serving temperatures, food displays and services followed and maintained on the serving line?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4(series) Ch. 2 pages 2-23 and 2-24</p> | | | |
| <p>6. Is the Dining Facility equipment ordered with the National Sanitation Foundation seal, maintained properly and installed properly?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4(series) Ch. 4</p> | | | |
| <p>7. Are effective manpower and equipment planning used when drafting the menu?</p> <p>Ref: Professional Cooking by Wayne Gisslen page 83</p> | | | |
| <p>8. Does the unit utilize the Food Preparation Worksheet (NAVSUP Form 1090) or similar unit designed form?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>9. Are fish and poultry integrated throughout the menu cycle?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>10. Is a non-fried entree or an entrée without sauce offered when a fried entrée is featured?</p> <p>Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1</p> | | | |
| <p>11. Does the FSO or Senior FS use the planning and organization guidelines for production of the meal, to ensure quality meals?</p> <p>Ref: Professional Cooking by Wayne Gisslen</p> | | | |

Enclosure (2) to COMDTNOTE 1650

| 2005 CGEFS SELF-EVALUATION CHECKLIST | YES | NO | NA |
|--|------------|-----------|-----------|
| 12. Are all entrée's displayed attractively? Ref: Professional Cooking By Wayne Gisslen page 92-93 | | | |
| 13. Does the Food Service Officer sign the menu? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 | | | |
| 14. Is the salad bar utilized to its maximum capacity? (Large & medium only). Is a tossed Garden Salad offered (small only). Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1 | | | |
| 15. Are proper utensils used on the serving line? Ref: Professional Cooking By Wayne Gisslen | | | |
| 16. Are each of the food groups in the USDA Food Guide Pyramid offered in each day's menu? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1 | | | |
| 17. Are the Armed Forces Recipe Cards or any standard recipes utilized? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 | | | |
| 18. Does the Officer of the Day (OOD) sample meals to ensure food quality? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 | | | |
| 19. Are appropriate food preparation thermometers for meat, oven and deep fat fryers utilized during food preparation? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A Change 1 | | | |
| 20. Does the menu provide reduced calorie alternative to those who choose low fat alternatives? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1 | | | |
| 21. Does the unit have a customer comments/critique program? If there is a program, is the information being used to better the service program? | | | |

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|---|------------|-----------|-----------|
| 22. Are the plumbing systems free of cross connections? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 23. Are toxic items plainly labeled and segregated from food and food service equipment? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 24. Are all electrical cords in good condition? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 25. Are all perishable foods kept outside the danger zone (four hours 41–140 degrees)? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A Change 1 | | | |
| 26. Is the ice scoop stored in a way that protects it from contamination? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 27. Are refrigerators clean and free of mold and odors? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A Change 1 | | | |
| 28. Are the exhaust hoods free of excess grease buildup? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 29. Is the quantity of dinnerware, flatware and utensils sufficient to handle the volume of patrons and allow proper wash and drying time? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 30. Are bulk freezers equipped with emergency escape alarms? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |

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|--|------------|-----------|-----------|
| <p>31. Is the food preparation area kept clean and the “clean-as-you-go” procedure used during food preparation?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1</p> | | | |
| <p>32. Are all can openers clean and in good working order?</p> <p>Ref: Coast Guard Food Service Sanitation Manual COMDTINST M6240.A, Change 1, Professional Cooking By Wayne Gisslen</p> | | | |
| <p>33. Does the unit have an aggressive program to control insects and rodents?</p> <p>Ref: Professional Cooking By Wayne Gisslen, Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1</p> | | | |
| <p>34. Is the galley and mess deck properly cleaned after each meal?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1</p> | | | |
| <p>35. Is one (15) LB CO2 or (6) pound dry chemical fire extinguisher easily accessible near each galley range?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1</p> | | | |
| <p>36. Do all food service personnel wear clean white uniforms including safety shoes or unit specific organizational Food Service clothing, e.g., chef’s jacket or coat while preparing meals?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1</p> | | | |
| <p>37. Does the Command conduct daily hygiene inspections of Food Service Personnel?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 Ch 3-2</p> | | | |
| <p>38. Are Food Service, personnel health practices clearly posted and understood?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Ch. 3-E</p> | | | |

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|---|------------|-----------|-----------|
| 39. Are food service safety instructions posted in the vicinity of food service equipment? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 40. Are fire extinguishers readily accessible to all the equipment? Ref: Professional Cooking By Wayne Gisslen, | | | |
| 41. Do the automatic dishwashing machines maintain the proper wash, rinse and sanitizing temperatures? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1, Professional Cooking By Wayne Gisslen, | | | |
| 42. Are all FS personnel vaccinations up to date? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 43. Does the health services representative inspect the Dining Facility weekly? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 44. Is a sneeze guard present on the salad bar and serving line? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 45. Is food waste monitored? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 | | | |
| 46. Are proper food handling procedures followed during preparation? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 47. Are leftovers covered and dated with expiration time? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |

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|--|------------|-----------|-----------|
| <p>48. Are all china, glassware and plastic ware free of chips and cracks?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1</p> | | | |
| <p>49. Are hand washing sinks designated and clearly marked in the Galley?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change</p> | | | |
| <p>50. Does the unit utilize the current meal rates and use the proper sale-of-meals and stores procedures?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>51. Does the unit utilize the Meal Sign-In Sheet (CG-4901)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>52. Are the stock records accurate and do they show correct recording of receipts and expenditures? (Large & medium only)</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>53. Does the unit have a formal training program in place for all food service personnel with training records maintained?</p> <p>Ref: Training & Qualifications Manual COMDTINST M1510.10(series) and Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>54. Is a government fraud sign posted?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>55. Are CGDF files arranged according to Coast Guard Food Service Manual, COMDTIST M4061.5?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>56. Have food service personnel received 6 hours of annual Sanitation Training?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST 4240.4A, Change 1</p> | | | |
| <p>57. Are ground fault circuit interrupters present in shore CGDF if outlet is located within 6 feet of sink?</p> <p>Ref: National Electrical Code, 2-10-8</p> | | | |

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|---|------------|-----------|-----------|
| 58. Does the command show interest in the food service operation by frequent personal visits to the dining facility? | | | |
| 59. Does the command provide funds or have paperwork submitted to CEU's for maintenance or replacement of major equipment in food service areas? | | | |
| 60. Does the command support training and or funds to send FS personnel to local culinary schools? | | | |
| 61. Has the CO designated the unit FSO in writing? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 | | | |
| 62. Does the attitude of FS personnel indicate pride in their work? | | | |
| 63. Are food items stowed to ensure first-in-first-out rotation? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 | | | |
| 64. Is security of the spaces adequate to prevent pilferage? Are keys accounted for at all times? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5, | | | |
| 65. Do all FS personnel have a thorough understanding of assigned tasks; do they carry them out to the best of their ability? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5, | | | |
| 66. Are storage spaces clean and neat? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M6240.4A, Change 1 | | | |
| 67. Has the unit prepared written guidance for following items: <ul style="list-style-type: none"> a. Duties and Responsibilities of FS Personnel; b. Operation of the Equipment c. Safety Rules d. Sanitary Regulations e. Food Service Training Program f. Breakout Procedures g. Temperature Log Ref: Coast Guard Food Service Manual, COMDTINST M4061.5 | | | |

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|--|------------|-----------|-----------|
| <p>68. Is the number of mess attendants assigned sufficient to meet the needs of the CGDF?</p> <p>Ref: Staffing Standards Manual, 2-B-10</p> | | | |
| <p>69. Are Procurement Requests (DOT F 4200.1.2.CG) completed for individual invoices when using optional form 347 or SF-44's?</p> <p>Ref: Simplified Acquisition Procedures Handbook, COMDTINST M4200.19F,</p> | | | |
| <p>70. If available, are Government sources utilized to the maximum extent practical?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>71. Are call record sheets completed for optional form 347 and VISA?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>72. Is the cash log maintained to reflect all transactions?</p> <p>Ref: Coast Guard Food Service Manual COMDTINST M4061.5</p> | | | |
| <p>72. Is competition established on the open market?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>74. When issuing flight meals, does the unit claim a whole ration for each flight meal provided?</p> | | | |
| <p>75. Are requests for flight meals, special meals and box lunches documented on the Flight or Special Meal Request form (CG-4218) or a unit specific request form?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.</p> | | | |
| <p>76. Does the daily Ration Memorandum (CG-3123) signed by the XO/XPO or administrative officer support the monthly summary Ration Memorandum?</p> <p>Ref; Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>77. Are funds from sales of stores and meals collected within (5) working days?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5,</p> | | | |
| <p>78. Are funds remitted to the bank identified in a letter of transmittal?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |

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|--|------------|-----------|-----------|
| <p>79. Is the ending balance Provision Inventory control Record (CG-3469) within 5% of the actual inventory from line (8) of the (CG-2576)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>80. Is the annual audit and verification taken within the last 12 months?</p> <p>Ref: Coast Guard Food Service Manual COMDTINST M4061.5</p> | | | |
| <p>81. Are funds remitted to the bank identified in a letter of transmittal?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>82. Are the Provision Inventory Reports (CG-4261's) completed and signed in the appropriate block(s)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>83. Are inventory purchases accurately listed on the Daily Ration Cost Record (CG-3471)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>84. If the unit utilizes an optional control procedure, does it maintain a current pricing record?</p> <p>If not, are prices clearly marked on items?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>85. Are the Provision Ledger (CG-4246) and/or the Stock Record Cards (NAVSUP Form 766) utilized and posted daily?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |
| <p>86. Is the Provision Inventory Control Record (CG-3469) maintained daily or inventory purchases accurately listed on the daily ration cost record (CG-3471)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p> | | | |